**Josh Zygielbaum Clerk and Recorder**

September 10, 2021

**Office of the Clerk and Recorder Motor Vehicle**

4430 South Adams County Parkway

st

1 Floor, Suite E2001

Brighton, CO 80601-8215 [www.adcogov.org](http://www.adcogov.org/)

Adams County Commercial Customer:

Our specialized Commercial Hub is located at 7190 Colorado Blvd., Suite #150, Commerce City. Below is an outline of information for all companies and dealers.

# Hours of Operation: Tuesday–Friday 7 a.m. to 4:30 p.m.

# Drop box (drop-offs) and secure lockers (pick-ups) will be available: Monday–Friday 7 a.m. to 7 p.m. and Saturday 7 a.m. to noon

# Commerce City Motor Vehicle

7190 Colorado Blvd., Suite #150

Commerce City, CO 80022

# Mailing Address

P.O. BOX 5011

Brighton, CO 80601-8215

Walk-in visits will be limited to one office visit per day. An authorized agent may process one of the following transaction types:

* Process up to **five** motor vehicle dealer or business transactions or **two** manufactured home transactions
* Be issued dealer plates, including replacements, and process dealer plate renewals
* Add vehicles to a fleet
* CFRP – Permanent Fleet Program

For your convenience, if you have *no more than one* title transaction to process for the day, you may visit any of our other offices during business hours.

Requirements for Drop-offs: **All links are located on the Adams County website** [**https://www.adcogov.org/dealer-company-information**](https://www.adcogov.org/dealer-company-information)

* Include the completed [Drop Sheet](https://www.adcogov.org/sites/default/files/Company%20Drop%20Sheet.pdf) with Specific Instructions (i.e. dealership information, VIN, shipping label/envelope, transaction type, payment method, etc.), fleets numbers, 2% number when applicable, tax-exempt information, and contact method.
* Paperwork must be complete and accurate. Incomplete or inaccurate documents cannot be processed and will be returned for correction.
* Include completed title application [(DR2395](https://www.colorado.gov/pacific/sites/default/files/DR2395.pdf)) for each title or MSO we are processing.
* A Heavy Vehicle Use Affidavit is required for all vehicles weighing over 10,001 lbs.
* An SMM Worksheet is required for any new equipment.
* A check for each transaction can be made payable to Adams County Clerk, a pre-authorized check payment with the [authorization letter](https://www.adcogov.org/sites/default/files/Request%20and%20Authorization%20for%20Payment%20Processing%20Assistance.pdf), or an escrow account with adequate funds. Call the Service Center at 720.523.6010 to set up or add funds to an escrow account, for more information visit our Dealer and Company [website.](https://www.adcogov.org/dealer-company-information)
* Payment is required at the time of drop. We cannot call for payment. Please do not include credit card or banking information in your drop.

# Useful Links: [Check a Title Status](https://mydmv.colorado.gov/?Link=TitleStatus) Adams County Dealer & Company Website

Sincerely,

Josh Zygielbaum

Adams County Clerk & Recorder

Motor Vehicle 720.523.6010